

# Village End - Daily Safety Check List



## Check List Details (AM)

Person Responsible	
Date	
Time of check	

## Check List Details (PM)

Person Responsible	
Date	
Time of check	

## Reception Area

AM PM

Area clear of dangerous objects		
Front door secure		
Plug socket cover in place		
Buddy bags in place		
Information books available		
Setting phone on and fully charged		
Notice board and safety signs in place		
Notes:		

## Toilets (Adults/ Nappy Changing)

AM PM

Area clear of dangerous objects		
Changing mat and nappies in place		
Nappy dispenser in place		
Soap, towels and bin in place		
Outside door secure and locked		
Notes:		

## Toilets (Children's)

AM PM

Door finger protectors in place		
Toilet clean and small seat available		
Handwash step in place		
Soap, towels and bin in place		
Notes:		

## Kitchen

AM PM

Area clear of dangerous objects		
Mobile phone box in place		
Floor and work surfaces clear		
Cupboard doors secure		
Mop and dustpan in place		
Notes:		

## First Aid

AM PM

First Aid kit in place		
Cool pack in freezer		
Eipens and Asthma pump in place		
Sick bowle and gloves in place		
Medication box in place		
Notes:		

## Hall

AM PM

Door finger protectors in place		
Door stops in place		
Floor free of dangerous objects		
Plug socket covers in place		
Doors and windows secured		
Fire extinguishers in place		
Children's water and cups in place		
Children's bin in place		
Notes:		

## Garden

AM PM

Padlocks in place		
Area free of dangerous objects		
Perimeter fence free of nettles		
Awning in down position		
Notes:		